

# ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A+' (CGPA 3.27 out of 4) by NAAC (4<sup>th</sup> Cycle) | Affiliated to Gujarat University

## e-Governance Policy

Being one of the premiere educational institutions in the country, we boast of a legacy of over 70 years of commitment to providing access to excellence in academics, research and service learning to all strata of society with special attention to marginalized groups, discriminated people, and victims of social and economic disparity through good and value-based education. To sustain and to establish itself as one of the Institutes of Excellence in higher education, St. Xavier's College has developed a good e-Governance Document and has been implementing several good e-Governance Initiatives. It involves a set of activities which permits the effective contribution of Information and Communication Technology (ICT) for strengthening administration and management in the educational system. The Institution has initiated e-governance in many areas of its functioning. SXCA is resolved to implement e-governance vigorously in all areas. It is with this aim in mind that this policy has been drafted.

### 1. Objective:

e- Governance is the lifeline for any educational institution to maintain quality and to help it become a world class institution. Hence, it is imperative to adopt and have a robust e-governance system and to ensure its development at the fastest possible pace. Other objectives of e-governance in the functioning of SXCA are:

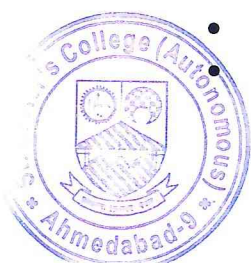
- 1.1. To enable effective & real time interaction with and monitoring by Government/the regulatory bodies & other stakeholders.
- 1.2. To achieve efficiency in the functioning of SXCA and to empower the governing bodies to administer the progress of the education plan.
- 1.3. To have transparency and absolute clarity in the governance and admission process thereby increasing the efficiency of faculty and of the administration process,
- 1.4. Achieving paperless administration in SXCA.
- 1.5. Facilitating online internal/external communication between various entities of the institution.
- 1.6. Providing easy access to information.
- 1.7. Making the institution visible globally.
- 1.8. Enabling the participation of parents, students & the society in education. Empowerment of faculty and students for their participation in the governance process.
- 1.9. Benefits to the College/Institute
  - Centralized information accessibility from anywhere
  - Increase in student enrolment ratio
  - Provide quality e-services, e-participation, innovative teaching tools
  - Less paper work
  - Easy data accessibility
  - Electronic data exchange with Govt. authorities

- Instant statistical report generation
  - Helpful for NAAC accreditation and easy and real-time coordination various Govt. machineries.
- 1.10. Benefits to students
- Increased participation in educational matters
  - Personalized login for each student
  - Extensive saving in time, cost & effort
  - Information & transaction services
  - Social connectivity for collaboration
  - Students 'accessibility to virtual lectures & Seminars.
  - Students can solve their problems, queries, result verification etc.
  - e-learning environment supports communication with classmates and lecturers.
- 1.11. Benefits to Faculties
- To know the latest syllabus.
  - Arranging On-line examinations.
  - Minimum faculty members can set on-line examination papers.
  - Sharing new concepts and ideas with faculty members and the business community.
  - To get online help for certain topics from experts.
  - Improved quality of services
- 1.12. Benefits to the Overall education system
- Long term impact on institution's goals
  - Improve the education system
  - Empowerment of faculties & students
  - Possibility of virtual learning through live online lectures, e-Libraries and video conferencing, etc.
- 1.13. Benefits to the Industries
- Improved interactions with business and education.
  - To get qualified and skilled employees.
  - Can set syllabi as per industry needs.
  - Helps for better industry-related researches.
  - Campus placement /recruitment from good performing colleges / Institutes.

## 2. Scope:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the College reserves the right to implement e-governance even in the areas not enlisted herewith.

- Admissions through web-enabled services.
- Administration of Student Data
- Online virtual lectures & Seminars
- Online assignment to students & submissions
- Semester examinations



- Library System
- Linking with NAAC and with other universities and various Govt. machineries
- Personnel Records Maintenance
- Staff administration
- Pay Roll and Financial Accounting
- General Administration
- Inventory Management

### 3. Applicability:

The institution has initiated e-governance in all spheres pertaining to the educational activities of SXCA, namely:

#### 3.1. Student Admission:

The College processes all admissions through the admission portal. Applications for admission to various courses in Humanities, Commerce, Management, Computer Science and Science are to be submitted online by the mid-May every year. The cost of the application form for each specialization can be paid only through net banking, debit/credit card. Applicants have to read the instructions given on the admission portal before filling the online form. Candidates are expected to come to the Institute only for the onsite verification of documents.

#### 3.2. ERP – Login:

The College has also developed a user-friendly ERP system for the students. On securing the admission into a specific stream, students will be given a personal login ID wherein they can furnish their personal information, like residential address, details of the parents/guardians, emergency contact details, etc.

The ERP Login also facilitates the remittance of academic fees, information on the exam schedule, one's own attendance record, exam schedule and exam results, etc.

Students are expected to make the best use of this facility for their benefit.

#### 3.3. MOODLE:

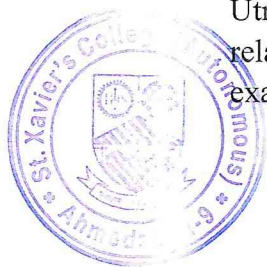
SXCA has introduced this unique education module for the benefit of the students. This programme enables the teacher-student interaction to be more vibrant and takes it beyond the campus. MOODLE — Enables live-lectures, sharing of lecture links and messages from Professors to the students. Students can attend their classes/lectures remotely at their comfort (virtual classes). Uploading of assignments and conducting examinations is also done through Moodle.

#### 3.4. Examination:

Exam schedules are published in the website of the College. Information on Exam schedules and the results are shared through Moodle and ERP Login as well.

All internal examination processes are facilitated through ERP including activities like: submission of examination forms, obtaining / receiving of examination papers, uploading of marks, etc.

Utmost confidentiality, care and caution is being maintained while handling examination-related activities. The Controller of Examination oversees the complete process of examination under the guidance of the Principal.



### 3.5. E-Administration:

In order to provide a simpler and efficient system of governance within the College, it is decided to adopt and implement e-governance in maximum activities of our functioning.

#### 3.5..1. E-Services:

The main aim is to improve the delivery of services to students by providing interactive services.

SXCA promotes the use of Intranet-based training which provides a low cost and a virtual two-way system, with students connected to mentors and teachers, receiving real time feedback and support.

Through ERP-Login students can avail their attendance records, exam schedule, exam results, links for remittance of admission fees and forms, formats and guidelines for completing various formalities.

Examples are: online admission, online syllabus, request for certificates, online results, issuing on-line ID cards etc. Students are also able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.

There are a separate ERP Logins for Staff and students. Through both these logins administrative data is captured and shared with various stake holders.

The attendance of the teaching as well as the non-teaching staff are captured through the Biometric attendance system installed at various entry - exit points of respective departments.

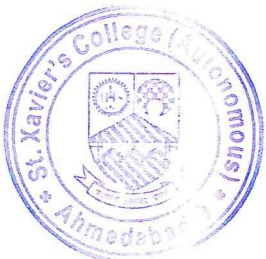
#### 3.5..2. CCTV Surveillance:

The College campus is equipped with CCTV Cameras installed at various places on campus depending on the need. The College campus is under CCTV surveillance 24x7. It helps the administration to maintain discipline, cleanliness and the maintenance of the campus.

#### 3.5..3. Paperless Office:

To provide a hassle-free, convenient and cost-effective mechanism, a few of the administrative activities are being handled through ICT. For instance, internal communication between the employees is through e-mail via Intranet. The Administration communicates with the Governing Body members as well as the teaching and non-teaching staff through e-mail.

- Sending e-mail notices and agenda to staff, rather than printing and distributing them
- Submission of lesson plans through e-mail.



#### 3.5.4. E-Democracy:

There is direct involvement of stakeholders in the administrative and decision-making process through the use of e-governance tools meant for giving feedback, suggestions, etc.

SXCA has a feedback system that enables students to give their feedback on the faculty/teachers pertaining to their effectiveness in teaching based on various parameters. This enables the administration to design/plan for various skill building programs for the faculty.

Various WhatsApp Groups have been formed for the smooth coordination among teachers and students. The groups have been formed stream wise and subject wise. These groups have been monitored by the respective professors and HODs. This method encourages teacher-student interaction and group interaction as well. Eventually the impact of education reaches a new level.

The WhatsApp group also helps to provide brief notices of any event or the transmission of any urgent messages.

#### 3.6. Website:

The SXCA Website acts as a mirror of the College's information. Admission and online transaction interfaces are provided on the website. The College website gives regular updates about the activities in the various departments and cells. The SXC Chronicles is an innovative effort to document events of the College and to create interest in students, faculty and stakeholders.

The Principal is authorized to take appropriate decisions to identify competent persons/agencies for the maintenance, upkeep of the website effectively.

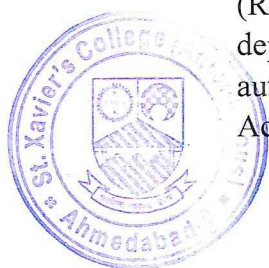
Periodical training is imparted to the existing staff to undertake the responsibility of website administration and updating at the College level.

#### 3.7. Library:

The Library of St. Xavier's College is the centre of academic and research activities. The College has a well-equipped library and a reading room for the benefit of professors and students. It has a wide range of valuable reference books, important journals, educational CDs, periodicals and magazines (Indian and foreign) to provide up-to-date information and knowledge.

The Central Library has 84,380 books, 28 Print Journals (National/International) and 31 e-Journals.

The library provides services to its users through an automated mode by using SOUL (Release 3.0) software and RFID. The services rendered by the Library cover all departments of the College. The catalogue-search and circulation systems are fully automated at present. Search for any document can be made through Online-Public-Access-Catalogue (OPAC) and the circulation system is barcode-based.



The reading room has a capacity to accommodate 217 students. Besides, there are 12 computers in the library, each equipped with internet connected through LAN. The computers are specially meant for students engaged in project work. Internet browsing facilities are also available but only educational sites are allowed for surfing. The library provides current awareness service to the readers through newspapers and clippings, announcement posters, newsletters etc.

Assistance for individual research: It involves (i) providing facilities for data access; (ii) data processing and analysis facilities (like making SPSS package available); (iii) training in research methodology.

The membership of the library is open to Management, students, teachers and the administrative staff of the College, retired teachers, eminent scholars and research workers engaged in serious reading and research.

### 3.8. Accounts:

For ease of maintaining accounts and the records of financial transactions, the College is using the accounting software — Tally Prime Gold 6.1

With the changing accounting methods and compliances, if it is necessary to procure a new software or upgrade the existing one, the Principal/Treasurer in discussion with the Governing Council may take an appropriate decision. Strict security measures are being taken for maintaining confidentiality of the financial transactions. Training the staff and the up gradation of the existing software is being done periodically.

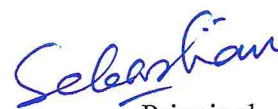
### 3.9. Alumni:

In order to strengthen alumni interaction, a separate alumni page is provided in the website of the College. The web page provides facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

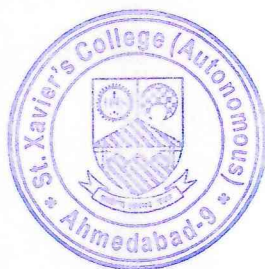
The Management reserves the right to change or revise this policy as and when required.



Director  
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